



STATE OF MICHIGAN

**Family
Independence
Agency**

Memo

Suite 1112 Grand Tower Bldg.
235 S. Grand Ave.
P.O. Box 30037
Lansing, MI 48909
www.mfia.state.mi.us

Office of Internal Audit

Tel: 517 373-8770
Fax: 517 373-8771

To: Jim Nye, Director
Outstate Operations
and
Jim Beougher, Director
Child and Family Services

Date: October 29, 2001

From: Rita Barker, Director
Office of Internal Audit

Subject: Audit of Highfields, Inc.
Contracts: FR-01-12001, FR-01-13001, FISP-00-33002, BA-01-38004, CHPR-99-23002
CAN-00-33005, WRAP-01-23001
Audit Number # 2001-225

Highfields Inc. entered into contracts FR-01-12001, FR-01-13001, FISP-00-33002, BA-01-38004, CHPR-99-23002, CAN-00-33005, WRAP-01-23001 with the Family Independence Agency to provide Family Reunification Services, Summer Project Services, Families Together/Building Solutions, After School Program, and Wraparound Coordination. We performed an audit of these contracts, in accordance with Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors, for the period October 1, 2000 through April 30, 2001. The purpose of our audit was to determine if Highfields Inc. billings to FIA were accurate, if the cost billed FIA were necessary, reasonable, and proper, and if the units of service reported were accurate. We also reviewed case files to determine if they contained the documentation required by the contract.

Based on our audit, we concluded that the billings submitted by Highfields Inc. were accurate, and the costs billed were necessary, reasonable and proper. Highfields Inc. had adequate documentation to support the expenses billed and the units of service reported. In addition, the case files we selected for review contained all of the required information.

Please contact me if you have any questions regarding this audit.

cc. M. Jasonowicz
A. Shah
G. Pincumbe
M. Mehren
L. Stibitz
C. Osga